

**PROBATION DEPARTMENT  
JUVENILE MANUAL**

<b>Chapter No.</b> 2200	<b>Page 1</b>
<b>Issue Date:</b>	<b>03/01/83</b>
<b>Revised:</b>	<b>11/26/19</b>

**Notes and  
References**

**SPECIAL NOTIFICATION TO ADMINISTRATION**

**I. Introduction**

- A. Department Administration is to be advised when a youth under the Department's jurisdiction may be the subject of media attention, uses social media to communicate a threat, dies under any circumstances, attempts suicide, or credibly threatens legal action against the Department. Proper and timely notification to Administration increases the Department's capacity to communicate with law enforcement as needed, involve other agencies and providers to insure youth safety, and engage with the youth or a youth's family members to assist in addressing a matter.
- B. Notification shall be accomplished through the normal chain-of-command, as follows:
  - 1. To the Officer's or other staff person's Supervising Probation Officer (SPO), Probation Manager, and Deputy Chief Probation Officer without unnecessary delay. Notification may be made directly to any of those persons or any other Division SPO if one or more of those persons are not available. The important consideration is that notification is made in a timely manner to a person in Administration.
  - 2. If a Manager or above requests it, or the circumstances and information warrants it, a PRO-313 will be completed and forwarded up the chain-of-command.
  - 3. Information pertaining directly to a youth's status should be documented in the youth's IMPACT file as an Event entry.

**II. Circumstances warranting notifications include:**

**A. Publicity Cases**

- 1. Offenses of human interest, or cases of notoriety which would either be broadcast in televised news, print news, or through social media, or in which the news media would seek information from the Department. Such cases include, but are not limited to, murder, attempted murder, vehicular manslaughter, robbery, sex offenses,

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kidnapping, arson, carjacking, torture, or mayhem, as well as any offense involving a celebrity or well-known community member or family member of either group as either the perpetrator or victim.

2. All media requests will be managed in accordance with the Department's policy on Media and Public Relations.
  3. Offenses committed by a staff or a close relative of a staff.
- B. Social Media Threats or Activities
1. An Officer directly observes or becomes aware of and reasonably believes a youth under Probation jurisdiction is threatening harm to him or herself, or others within the community, via social media. The law enforcement agency having jurisdiction over the matter is to be contacted and advised of the circumstances surrounding the threat in a timely manner.
  2. Notification is to be made whenever a staff member becomes aware of social media based activities by a person(s) or organization that direct threats, accusations, or otherwise target the Probation Department for any reason. For example, social media postings that levy allegations of wrongdoing by staff, case mishandling, or excessive use of force would require notification.
- C. Death of a Probationer or Probationer's Immediate Family
1. A youth under Probation jurisdiction who dies under any circumstances.
  2. Notification of a death involving a youth's family member shall be made when it is evident the death has or may have notable implications in the management and supervision of a youth's case. For example, the death of a youth's parent due to gang violence would have implications in a youth's case. Deaths resulting from natural causes would not normally require notification to Administration.

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3. The youth's attorney and the Juvenile Court shall also be notified when appropriate and as determined by Administration. Probation staff are not to make death notifications to the parents or other family members of a youth.
- D. Suicide Attempt of Probationer or Immediate Family Member
1. Any suicide attempt by a youth under Probation jurisdiction under any circumstances, but specifically within Department detention facilities or foster care programs.
  2. Any suicide attempt by a youth under Probation jurisdiction in or outside any institution or placement will be followed up as soon as possible by referral to a mental health professional, as appropriate, unless such a referral has already been made by another person or the youth is already in the care of such a person. In cases where a referral has already been made by another person, or the youth is already in the care of such a person, the officer will document this via an Events entry in the youth's IMPACT file. In the case of a youth in foster care, appropriate notifications are to be made to licensing authorities, including insuring that the program has completed its own notifications as required by regulation or law.
- E. Threat of Legal Action
1. A youth or youth's parent threatens legal action against the Department for actions taken by staff, or inaction by staff, resulting in harm, injury, property damage, violation to one's civil liberties, etc.
  2. Any other person or organization who threatens legal action on behalf of a probationer, a probationer's family, or for some other reason, or who otherwise makes demands of the Department or staff member that are considered unusual or concerning.

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F. Suspicious Persons or Activities

1. Notifications are to be made whenever a staff member observes or is advised by others of suspicious persons or activities in or near a probation office, building, or site. This may include persons loitering near a location, a person photographing or videotaping a location or employees, or a person confronting employees.
2. Notification should be made when a staff member becomes aware of any postings to social media sites by persons not associated with the Department when such postings are the result of circumstances described or similar to those above.

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